

CEA



CAREER EXECUTIVE ASSIGNMENT

SERVICEWIDE PROMOTIONAL EXAMINATION

DEPARTMENT: California Gambling Control Commission

POSITION TITLE: Deputy Director, Licensing Division
CEA LEVEL 2

SALARY: \$7,815 - \$8,616

FINAL FILING DATE: November 5, 2008
Applications, resumes and Statements of Qualifications
must be postmarked by the final filing date.
(Faxed applications will not be accepted.)

POSITION DESCRIPTION

Under the administrative direction of the Executive Director and the Commissioners of the California Gambling Control Commission (CGCC), the Deputy Director of the Licensing Division administers the licensing, permitting and registration activities of the Commission. The Deputy Director is a member of the CGCC Executive Team and participates fully in the formulation, development, review, and implementation of Commission policies, priorities, and workplans that affect the gaming industry in California. The position advises the Commissioners, Executive Director, and the balance of the Executive Team on programmatic matters impacting the operation of the CGCC. The gaming industry is a fairly new role for State government and is highly visible and sensitive. The CGCC was created by statute to ensure that the gaming industry within the State of California is free from any form of criminal influence or corruption and to ensure public safety. The position is responsible for ensuring that licenses, approvals, and permits are not issued or held in any fashion by unqualified or disqualified persons and/or related operations that are contrary to the public health, safety, and welfare. The incumbent will be responsible for planning, organizing, and directing the activities and staff of the Commission's Licensing Division, and representing the Commission on programmatic functions involving the gaming and financial industries. The position serves as the principal Commission contact with certain external agencies, including the cardrooms, Indian Gaming casinos, local and tribal government and other affected organizations; and as the principal liaison with the Bureau of Gambling Control within the Department of Justice. The position oversees the preparation, coordination, and review of the more complex and sensitive agenda items for the bi-weekly Commission meetings including cardroom, Compliance and Legal Division issues. The incumbent presents the agenda items at the bi-weekly meetings, and provides technical clarification and/or interpretation to Commissioners on agenda item concerns.

The position reviews issues to be brought before the Commissioners for disposition, and determines when the Licensing Division will initiate its own review of any and all activities associated with the licensing, permits, and registration of the gaming industry.

FILING REQUIREMENTS

Applicants must first meet the following filing requirements:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- a. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the manager's role in labor relations; the manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment which is free of discrimination and harassment.
- b. Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the legislative and Executive branches; analyze complex problems and recommend effective course of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

The above knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies. (Experience may have been paid or volunteer, in State service, other government settings or in a private organization.)

EXAMINATION INFORMATION

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the “Desirable Qualifications” listed below, and may also serve as documentation of each candidate’s ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

DESIRABLE QUALIFICATIONS

In addition to evaluating each candidate’s relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

1. Experience at the managerial or supervisory level in the development and implementation of policies and procedures relating to specific departmental programs.
2. Experience in managing multi-disciplinary professional and technical staff in order to advance the activities of a diverse program.
3. Experience in dealing with a variety of internal and/or external groups on issues of a high profile and/or politically sensitive nature.
4. Experience developing and maintaining cooperative working relationships with, and securing the support of, internal and external groups (i.e., the Legislature, local, state and/or federal government, the gaming industry, stakeholders, etc.) that add value to the organization and to the efficiency and effectiveness of its programs.
5. Experience presenting issues before the Legislature, local government, State Boards or Commissions, various control agencies, other State agencies, stakeholders and/or the public.

Broad administrative or program manager experience at a level at least equivalent to a Staff Services Manager II, including the development, implementation and/or evaluation of program policies.

FILING INSTRUCTIONS

Please submit the following:

- A standard State Application (Form 678) and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.

- A Statement of Qualifications that describes your experience, knowledge and abilities as they relate to each “Desirable Qualification” factor listed under the “Desirable Qualifications” section of this bulletin. You must provide specific examples for each Desirable Qualification factor. The Statement of Qualifications should not exceed three pages in length with a font no smaller than 10 pitch.

Applications submitted without a Statement of Qualifications will be rejected from this examination.

Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.

All interested applicants should submit their Application, resume and Statement of Qualifications to:

CALIFORNIA GAMBLING CONTROL COMMISSION
SUPPORT SERVICES DIVISION, HUMAN RESOURCES
ATTENTION: ALAINA LUTZ
EXAMINATION: CEA 2, DEPUTY DIRECTOR, LICENSING DIVISION
2399 GATEWAY OAKS DRIVE, STE 220
SACRAMENTO, CA 95833
(916) 263-0700

PLEASE INDICATE ON YOUR APPLICATION THE COMPLETE EXAMINATION TITLE

APPLICATIONS MUST BE POSTMARKED BY THE FINAL FILING DATE.

Release Date: October 23, 2008